

INVITATION TO QUOTE (ITQ)
ITQ NO.: IQ9800-0/20
GOLF BALL RETRIEVAL SERVICES

CONTACT PERSON: Jose Cardona
PHONE: 305-375-1082
E-MAIL: cardo@miamidade.gov

DUE DATE: 01/15/2014
TIME: 2:00 PM

All general terms and conditions of Miami-Dade County procurement contracts for Invitations To Quote (ITQ) are posted online. Persons and companies that receive an award from Miami-Dade County through Miami-Dade County's competitive and informal quotation procurement process must anticipate the inclusion of these requirements in the resultant contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this Invitation to Quote and resultant contract may be viewed online at the Miami-Dade County Procurement Management Services website by clicking on the link below:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r13-8.pdf>

SEALED QUOTE IS NOT REQUIRED:

Bidders may submit their written quotation via:

- Fax to (305) 375-4407. Contact the Procurement Officer by telephone prior to sending faxed quote at (305) 375-1082.
- E-mail to cardo@miamidade.gov,
- Mail or hand delivered at

Miami Dade County-Internal Services Department
111 N.W. 1st Street, Suite 1300-Miami, FL 33128-1989
Attention: Jose Cardona

The Cone of Silence is applicable to this Invitation to Quote. Requests for additional information or clarification must be made in writing to the contact person identified on this form. The County will issue additional information by written addenda prior to the scheduled opening date. It is the bidder's responsibility to assure receipt of all addenda. To receive a copy of the tabulation, please send an email to cardo@miamidade.gov and a copy must be filed with the Clerk of the Board to clerkbcc@miamidade.gov.

SECTION 2: SPECIAL CONDITIONS

2.1 PURPOSE

The purpose of this Invitation to Quote is to establish a revenue generating contract for the retrieval of errant golf balls from water hazards located in Miami Dade County owned golf courses.

Definition

Under this contract the term **Grade "A"** golf balls is defined as golf balls that have some minor imperfection that keeps them from being mint. The golf balls may have small player marks, minor scuffs, or slight blemishes.

A "water hazard" shall refer to any sea, lake, pond, river, ditch, surface drainage ditch or other open water course and anything of a similar nature on the course. All ground and water within the margin of a water hazard are part of the water hazard.

2.2 TERM OF CONTRACT

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Section, and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for six (6) years and shall expire on the last day of the six (6) year period.

2.3 METHOD OF AWARD

Award of this contract will be made to the responsive, responsible bidder whose offer represents the highest revenue in the aggregate for the retrieval of golf balls from County owned golf courses.

2.4 MINIMUM REQUIREMENTS

In addition, bidders shall meet the following minimum requirements in order to be considered for award:

- a. Bidders shall be regularly engaged in the services being offered under this ITQ. Bidders shall submit two current references. The references listed must be customers to whom the bidder has provided the retrieval services described in the ITQ. The references must include the customer's company name, the name, title, address, and telephone number of the contact person who can verify that the bidder has successfully provided the services listed throughout the ITQ. The County may determine through the references that the bidder has sufficient expertise and experience.
- b. Certification as an open water diver issued by one of the following agencies: IANTD - International Association of Nitrox and Technical Divers, NASE - National Academy of Scuba Educators, NAUI - National Association of Underwater Instructors, PADI - Professional Association of Underwater Instructors, PSAI - Professional Scuba Association International, SSI - Scuba Schools International and UTD - Unified Team Diving shall be provided with the quote submittal.

2.5 PRICES

The revenue paid to Miami-Dade County shall remain fixed during the term of the contract, however the bidder may offer increases to the revenue paid to the County at any time during the contractual term.

2.6 INDEMNIFICATION AND INSURANCE

The Contractor shall furnish to the Internal Services Department, Procurement Management Services, 111 NW 1st Street, Suite 1300, Miami, FL 33128-1974 Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance for all employees of the Contractor as required by Florida Statute 440.
- B. Commercial General Liability Insurance on a comprehensive basis in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**
- C. Automobile Liability Insurance (if applicable) covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "A-" as to management, and no less than "Class VII" as to financial strength by Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Financial Services.

**NOTE: CERTIFICATE HOLDER MUST READ: MIAMI-DADE COUNTY
111 NW 1ST STREET
SUITE 2340
MIAMI, FL 33128**

2.7 GOLF COURSE LOCATIONS

The bidder shall provide golf ball retrieval services from lakes and bodies of water on the following golf courses. The County reserves the right to add or close locations from the following list at its discretion.

- **Briar Bay Golf Course located at 9373 SW134 Street, Miami, FL 33176**
- **Country Club of Miami East Course located at 6801 Miami Gardens Drive, Miami, FL 33015**
- **Country Club of Miami West Course located at 6801 Miami Gardens Drive, Miami, FL 33015**
- **Crandon Golf Course located at 6700 Crandon Boulevard, Key Biscayne, FL 33149**
- **Palmetto Golf Course located at 9300 SW 152 Street, Miami, FL 33157**

2.7.1 SPECIFIC REQUIREMENTS FOR THE BRIAR BAY GOLF COURSE

In addition to the monthly payment the awarded bidder shall provide to the Briar Bay Golf Course fifty (50) dozen Grade "A" golf balls per year at no cost to the County.

2.8 FACILITIES

2.8.1 ADDED

Although this invitation to quote and resultant contract identifies specific facilities to be serviced, it is hereby agreed and understood that additional facilities may be added to this contract. Bidder under this contract shall be invited to submit price quotes for these additional facilities. If these quotes are determined to be fair and reasonable, then the additional work will be awarded to the current contract bidder. The additional site(s) shall be added to this contract by formal modification to the award sheet.

2.8.2 DELETED

At its discretion the County may delete facility (ies) during the term of the contract.

2.9 METHOD OF PAYMENT TO THE COUNTY

The County shall receive on a quarterly basis, payment from the successful bidder equivalent to 3 months. The initial payment shall be received within 15 days of the commencement of the contract.

Payment shall be mailed in the form of a check to the Parks, Recreation and Opens Spaces Department. In accordance with Administrative Order No. 4-86, all checks shall be drawn only on United States banks in United States currency with the drawer's name and address imprinted on the check. All checks are to be made payable to: Miami-Dade County, Parks, Recreation and Opens Spaces Department. Each check shall be mailed to 6801 Miami Gardens Drive Miami, FL 33015 to the attention of the contract / project manager. Any non-payments or Insufficient Funds (ISF) / bounced checks may result in a non-performance. In addition, the vendor may be charged service fees and/or liquidated damages per ISF check in accordance with Administrative Order 4-86 and Florida Statutes, Sections 68.065 and 125.0105.

SECTION 3: SCOPE OF SERVICES

3.1 SCOPE

The successful bidder shall provide golf ball retrieval services at the locations referenced in Section 2, Paragraph 2.7.

3.2 RETRIEVAL SERVICES

Schedule will be provided by user department. All retrievals shall be made in accordance with good commercial practice and all required time frames shall be adhered to by the bidder. The bidder shall notify the County of the delays in advance of the original retrieval date so that a revised schedule can be appropriately considered by the County.

Should the bidder(s) to whom the contract is awarded fail to provide the service as scheduled with the department, the County reserves the right to cancel the contract on a default basis after any revised schedule has lapsed. If the contract is so terminated, it is hereby understood and agreed that the County has the authority to solicit the services elsewhere and to charge the incumbent bidder with any re-procurement costs.

3.3 SCHEDULE

The bidder shall coordinate scheduling with the County in advance and no night activity will be permitted in the Golf courses. The bidder shall retrieve golf balls during allotted time frame without damaging course property and being considerate of golfers and shall coordinate activities with the County during normal operations without interfering with the operation of the golf courses.

3.4 EQUIPMENT

The awarded bidder shall be responsible for all labor, supervision, materials, equipment, and tools necessary to perform the service listed throughout this invitation to quote. Such materials and equipment shall be of a suitable type and grade for the purpose of its intended use.

SECTION 4: REQUIREMENT

<u>Reference:</u>	<u>Bidders Information</u>	<u>Check As Completed:</u>
2.4.A	<p>Bidder must provide at least two (2) references. Reference(s) must be listed in the bidder's submittal. The reference(s) listed must be recent or current customers for whom you have provided the services described in this invitation to quote during the past year.</p> <p>Bidder must provide the following information for the references provided:</p> <ul style="list-style-type: none"> i. Company name, contact person, title, and telephone number of the person who can verify that the bidder has successfully provided the service under this bid. ii. Date of contract commencement and full term of the contract. <p>Reference No. 1</p> <p>COMPANY NAME _____</p> <p>CONTACT PERSON _____</p> <p>TITLE OF PERSON _____</p> <p>TELEPHONE NUMBER _____</p> <p>ADDRESS OF THE FACILITY _____</p> <p>DATE OF CONTRACT COMMENCEMENT AND TERM OF CONTRACT _____</p> <p>Reference No. 2</p> <p>COMPANY NAME _____</p> <p>CONTACT PERSON _____</p> <p>TITLE OF PERSON _____</p> <p>TELEPHONE NUMBER _____</p> <p>ADDRESS OF THE FACILITY _____</p> <p>DATE OF CONTRACT COMMENCEMENT AND TERM OF CONTRACT _____</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
2.4.B	<p>Open Water Diver Name: _____</p> <p>Open Water Diver License #: _____</p> <p><input type="checkbox"/> Attached a copy of open water diver license.</p>	<p><input type="checkbox"/></p>

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Item	Description	Quantity	Unit of Measure	Unit Cost
1	Monthly payment to the County for the retrieval of Golf Balls from water hazards located in Briar Bay Golf Course located at 9373 SW134 Street, Miami, FL 33176	72 months	Monthly	\$ per month
2	Monthly payment to the County for the retrieval of Golf Balls from water hazards located in Country Club of Miami East Course located at 6801 Miami Gardens Drive, Miami, FL 33015	72 months	Monthly	\$ per month
3	Monthly payment to the County for the retrieval of Golf Balls from water hazards located in Country Club of Miami West Course located at 6801 Miami Gardens Drive, Miami, FL 33015	72 months	Monthly	\$ per month
4	Monthly payment to the County for the retrieval of Golf Balls from water hazards located in Crandon Golf Course located at 6700 Crandon Boulevard, Key Biscayne, FL 33149	72 months	Monthly	\$ per month
5	Monthly payment to the County for the retrieval of Golf Balls from water hazards located in Palmetto Golf Course located at 9300 SW 152 Street, Miami, FL 33157	72 months	Monthly	\$ per month

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.

Place a check mark here only if bidder has such conviction to disclose to comply with this requirement.

Addenda Received: Yes No **If yes, please indicate the number of addenda received:** _____

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this Invitation to Quote and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not limited to, the retention and expansion of employment opportunities and support and increase to the County's tax base.

Place a check mark here only if affirming bidder meets requirements for Local Preference.

LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION: For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is _____.

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LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

Failure to complete the certification(s) at this time (by checking the boxes above) shall render the Bidder ineligible for Preference(s).

It is hereby certified and affirmed that the bidder shall accept any awards made as a result of this quotation. Bidder further agrees that prices quoted shall remain fixed until the completion of the event. If awarded a purchases order or contract as a result of this Invitation to Quote, bidder further agrees that prices quoted shall remain fixed and firm for the term of the contract. **Failure to complete and sign this form may render your bid/quotation non-responsive and ineligible for award.**

Authorized Signature: _____ Title: _____

Print/Type Name: _____ Phone: _____

E-mail: _____ Fax: _____

Firm Name: _____ F.E.I. ID No.: ____/____-____/____/____/____/____/____

Address: _____ City: _____ State: _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS INVITATION TO QUOTE WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER



APPENDIX

AFFIDAVITS

